

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev. (8/08)

SITION OF DESCRIPTION	<p>TITLE OF POSITION: <u>Associate Director Maintenance (Corr)</u> CLASSIFICATION CODE: <u>02566800</u> SALARY RANGE: <u>139A \$73,170 - \$82,915</u> REFERENCE POSITION NO: <u>1370-12200-1</u> Department or Agency Name: <u>Corrections</u> APPLICATION PERIOD: <u>2-1-10 TO 2-7-10</u> Division/Section/Unit: <u>Institutions/Operations/Maintenance</u> <u>3 day grace 2-10-10</u> Assignment(s)/Comments: Shift and Days: <u>Mon-Fri 8:30 am to 4:00 pm (Non Standard)</u> Job Location: <u>Maintenance Unit</u> Restrictions/Limitations: <u>N/A</u> Position Covered By Collective Bargaining Agreement: YES ____ NO <u>X</u> ____ Name of Bargaining Unit: <u>N/A</u> There is ____ is not <u>X</u> a Civil Service List for this position. <u>See A/B or Both for Specific Instructions</u> Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
TO CANDIDATE GENERAL INFORMATION	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number. MOST IMPORTANT - please include the following information: ● The title of the position for which you are applying ● Name of department where you are currently employed ● Title of your present position and date you entered it ● Your business telephone number ● Date you entered State service ● Present Union Affiliation*** *** in certain agencies, bargaining union applications will receive preferential consideration according to contract. B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT: ● Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. ● MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p> <div data-bbox="1291 646 1523 779" style="border: 1px solid black; padding: 5px; text-align: center;"> E-VERIFY PROGRAM EMPLOYER </div>
ES STATEMENT	<p>DUTIES / RESPONSIBILITIES: To oversee all maintenance staff, all projects inside and outside the facilities, new construction, hiring of vendors for maintenance projects, oversee the budget for the unit, work with other outside and state agencies pertaining to construction, grounds maintenance, all buildings and facilities maintenance issues such as inmate housing, public walkways, lighting, heat, etc. and to do related work as required.</p>
CATION & MINIMUM	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a senior high school; and Experience: Such as may have been gained through: extensive employment in a supervisory position responsible for the maintenance and repair of a large, multi-purpose building or buildings; or in a position responsible for supervision of the construction or renovation of such buildings. OR, any combination of the above education & experience</p>
APPLY WHERE TO	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail. SEND RESUME OR CS-14 APPLICATION TO: Ann Marie Hamilton Office of Human Resources 39 Howard Avenue Cranston, RI 02920 Phone: 401-462-5118 Fax: 401-462-2685 Email: annmarie.hamilton@doc.ri.gov TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p>

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